

# MENUMANAGER FOR CARES USERS

## TABLE OF CONTENTS

SETTING UP MENUMANAGER – FIRST TIME	3
SIGNING ON TO AN APPLICATION	7
OPENING ADDITIONAL SESSIONS/APPLICATIONS	10
LOGGING OFF	12
TROUBLESHOOTING	16
RE-STARTING A SESSION IF CARES IS CLOCKING	16
HELPFUL HINTS	17
SHORTCUT KEYS	17
APPENDIX	
ALTERNATIVES FOR THE JUMP AND MENU KEYS SIGNING ON TO OTHER CARES ENVIRONMENTS	

## Setting up MenuManager – First Time

The instructions below include the one-time, permanent steps to set up toggle keys to allow you to access more than one application (CARES and KIDS for example) on a single session. After this first setup, sign on to CARES following the instructions in the next section, "Signing on to CARES using MenuManager".

- 1. Open a Mainframe session as you normally do.
- 2. At the Selection Screen, type **menumgr** (it is not case sensitive) then press **Enter.**

05/30/02 10:0	5:20 SELECT	ION SCREEN (US	SMSG10)	VTAM: LOKKJO6A
	ATT	CBT1		
	CICSBP	CICSDP	CICSDP24	
	CICSFP3	CICSFP4	CICSHP	CICSP330
	EOSP	FH		
	IMAGE	IMSBP	IMSFP	
	MENUMGR WISMART		REFRESH	TSO
THIS SYSTEM IS	FOR AUTHORIZE	D USERS ONLY;	SYSTEM ACCESS :	IS MONITORED. BY USING
THIS SYSTEM YO	U EXPRESSLY CO	NSENT TO THIS	MONITORING. EV	VIDENCE OF UNAUTHORIZED
ACCESS WILL BE	PROVIDED TO T	HE APPROPRIATE	LAW ENFORCEMEN	NT AGENCIES.
ENTER SELECTION	N HERE: menumg	r		

At the Menumgr Sign On Screen; type your CARES logon ID - then tab; type your password; and press Enter.

```
05/30/02 10:06:49 MENUMGR SIGN ON SCREEN VTAM: LOKKJ06A 3278-2A

LOGON ID ===> jx2373
PASSWORD ===>

New Password ===> Account ===>
PF1=Help PF3=Logoff

Please remember to logoff before terminating your session.
Thank you.

THIS SYSTEM IS FOR AUTHORIZED USERS ONLY, SYSTEM ACCESS IS MONITORED. BY USING THIS SYSTEM YOU EXPRESSLY CONSENT TO THIS MONITORING. EVIDENCE OF UNAUTHORIZED ACCESS WILL BE PROVIDED TO THE APPROPRIATE LAW ENFORCEMENT AGENCIES.

Copyright (C) 1984,1996 Computer Associates International, Inc.
```

4. At the Sign On Information screen press Enter.

SIGN ON INFORMATION	FOR JX2373	Panelid - TEN0025
******	******	*********
ICH70001I JX2373	LAST ACCESS AT 14:18:	36 ON WEDNESDAY, MAY 29, 2002
*******	******	*********
TO PROCEED, HIT ENT	<mark>[ER</mark>	
COMMAND ===>		

5. This takes you to the TPX MENU where each listing is a separate system. At the Command ===> line type **tpxadmin** and press **Enter**.

```
MENU FOR JX2373 Panelid - TEN0041

Jump=NONE Menu=NONE Return to Menu=ATTN Model - 3278-2A Cmdchar=/ Cmdkey=PA3 Return to Logo=PF3 System - TPXITS1

==> Session TPXADMIN has ended <==
Sessid Stat Sessid Stat Sessid Stat

- ATT CBT1 N/A CICSBP CICSDP
- CICSDP24 CICSFP3 CICSFF4 N/A CICSHP
- CICSP330 EOSP EOSPM FH
- IMSBP IMSD2 IMSFP TSO

WISMART

- Command ===> tpxadmin
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
```

On the TPX User Self-Maintenance Menu screen, select Option 1 (TPX User options) and press Enter.

```
TPX User Self-Maintenance Menu
                                                              Panelid - TEN0128
 Select Option ===> 1
                                                              Userid - JX2373
                                                              Terminal - LOKKJ06A
                                                              Date - 05/30/02
Time - 10:20:21
     Userid: JX2373
  1 TPX User Options
   2 TPX Session Options
  3 STX User Options
   4 STX Session Options
 Only options highlighted are authorized for you.
 Help can be reached by pressing PF1 from the Command line or from any field.
 If a short Help message appears, you can press PF1 again for detailed Help.
 Values changed become effective at your next TPX or STX signon.
                                         "CANCEL" cancel updates
                        PF4=Return
 PF1=Help
             PF3=End
```

7. The TPX Userid Maintenance Detail Panel screen is used to set "Jump" and "Menu" shortcut keys. Because every function key already has been assigned within CARES, the Page Up and Page Down keys have been chosen for the Jump and Menu shortcuts. If you access the EBT and EDS systems, you may wish to refer to the Appendix to learn about alternatives. Setting PA1 as the Jump key allows you to use the "Page Up" key on your keyboard to "scroll" or "jump" through any sessions or applications you have open. PA2 allows you to use the "Page Down" key to display the menu screen and select new sessions or applications. Examples are provided in the "Opening additional sessions/applications" section.

(Continues on next page)

To set the shortcuts; **Tab** to the Jump Key field and type **PA1**, then **Tab** down to the Menu Key field and type **PA2**.

TPX Userid Maintenand	e Detail Pan	el		
			Panelid	- TEN0165
Command ===>			Userid	- JX2373
			Termid	- L0KKJ06A
Userid: JX2373			Date	- 05/30/02
UserName: FOSBINDER,	THERESA		Time	- 10:13:35
Location:		Phone:		
		Profile defaults	System defaults	;
Command character:			/	
Command key:	_	_	PA3	
Jump key:	pa1		NONE	
Menu key:	pa2		NONE	
Print key:			NONE	
Group name:	TPXGROUP			
Command class:	_	_	D	
Operator Cmd Cls:	_	_	D	
Update class:	_	_	D	
Stage 1 timeout:		000020	20	
Stage 1 option:		L	L	
Stage 2 timeout:		000120	120	
Stage 2 option:	_	KI	KI	
PF1=Help PF3=End	PF4=Retur	n PF8=Next Page	"CANCEL" can	icel

8. Press **PF3** to save the changes and return to the TPX User Self-Maintenance Menu; and then Press **PF3** again to go back to the TPX Menu Screen.

```
MENU FOR JX2373 Panelid - TEN0041

Jump=NONE Menu=NONE Return to Menu=ATTN Model - 3278-2A Cmdchar=/ Cmdkey=PA3 Return to Logo=PF3 System - TPXITS1

==> Session TPXADMIN has ended <== Sessid Stat Sessid Stat Sessid Stat

ATT CBT1 N/A CICSBP CICSDP CICSDP CICSDP CICSDP CICSP3 CICSFP4 N/A CICSHP FH TSO THE TSO THE TSO CICSP330 EOSP EOSPM FH TSO TSO THE TSO THE TSO THE TSO THE TSO TSO THE T
```

9. For the settings to take effect, log out of MenuManager. To log out, press **PF3**. Press **PF3** again.

Steps 5 - 8 are one-time changes. You do not need to perform these steps again unless you wish to change your Jump or Menu keys.

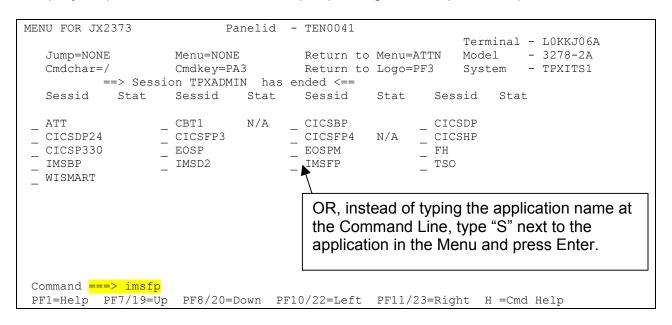
## Signing on to an Application

This section demonstrates opening an application from the MenuManager Menu. The example is given for CARES Production, although any application is opened in this manner.

(Steps 1-4 are the same as in the previous section, refer to that section for screen prints if needed.)

- 1. Open a Mainframe session as you normally do.
- 2. At the Selection Screen, type **Menumgr** then press **Enter**.
- 3. At the Menumgr Sign On Screen; type your **logon ID** then **tab**, type your **password**; and press **Enter**.
- 4. At the Sign On Information screen; press **Enter** (This takes you to the TPX MENU where each listing is a separate system).
- 5. Type the application name at the Command Line and press **Enter.** OR, position the cursor next to the application in the menu, type **S**, and press **Enter.**
- 6. Follow the normal procedure for opening the application (see special instructions for opening CARES environments other than Production at the end of the packet).

#### Step-by-step CARES Production example (starting from Step 5 above).



08/21/02

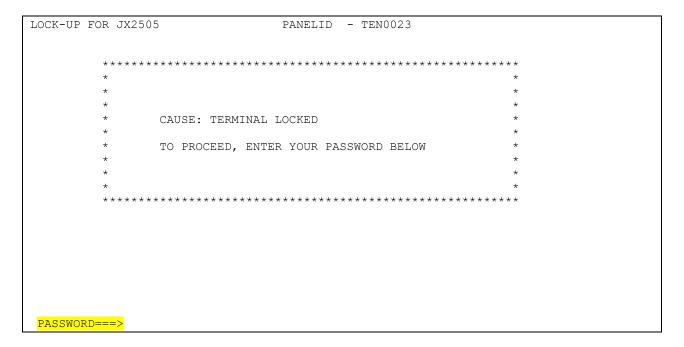
## Type **pwcsmsop** and press **Enter**.

DFS3650I SES	SION READY	FOR 1	INPUT					
pwaemeon								
pwcsmsop								
F2=IMS LOGI	N F3=EXI	T F	4=IMS LOGIN	F5=HILL 1	FARMS	MENU		
F12=EXIT								

You will be at the CARES Broadcast Message screen and can move around in CARES as you normally would.

DXBM	BROADCAST I	MESSAGE	05/30/02 10: JX2373 T FC	
ISSUE DATE 05 30 02	MESSAGE DESCRIPTION  **** ENVELOPE CONTINUE CONT	ADDRESSEE FOR E ENVELOPE AS CTIVE THIS CO ALL CARES DA IN USING THE ANGE INCLUDES OF D AND LOCALLY, THE NEW ENVISEE WINDOW TIS ONE OUTSTANDEAR FUTURE:	S OUTLINED IN OPS DMING TUESDAY, AILY NEW ENVELOPE ON S ALL CARES DECISION AND MAILED. AS VELOPE CHANGES THE CO THE LEFT SIDE ANDING ISSUE THAT THE WORKER NAME	
NEXT TRAN:	PARMS:			MORE

After 20 minutes of non-use, the MenuManager session times out.



Type your **password** (the one you entered on the Menumgr Sign On Screen) at the prompt.

If you wish to close any or all applications from this point, type your password at the prompt, then follow the instructions in the "Logging Off" section.

After 2 hours of non-use, the entire MenuManager session will close. You must sign on again.

## **Opening Additional Sessions/Applications**

You may open an additional CARES Production session or other applications such as KIDS, EOS, EDSNET or EBT\*. *Note:* You will no longer have to type your Logon ID or password for every system you access/open. CARES, EOS, and KIDS share the same Logon ID and password and once entered on the Menumgr Sign-On Screen, they are applied to all applications opened via MenuManager. When using MenuManager for systems with different Logon IDs and passwords (such as EDSNET or CSI's EBT system), you will receive a prompt screen to enter this information.

- Press the Page Down key to access the TPX Menu. Open applications are highlighted.
- 2. On the Command line, type the application you wish to open (for a second CARES production session, use IMSFP2) and press **Enter.** OR, if the application is listed on the menu, position your cursor next to the application, type **S** and press **Enter.**
- 3. Continue with the login process for the application.
- 4. To "jump", or scroll, through applications you have open, use the **Page Up** key.

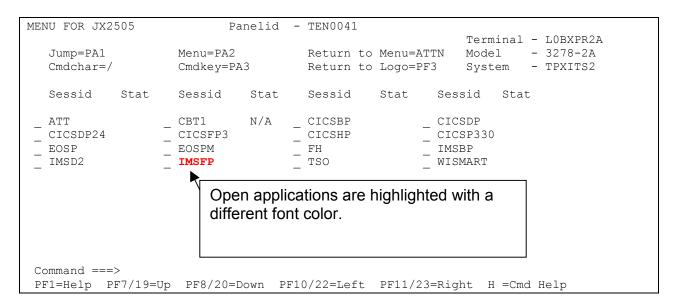
Follow the above steps to open and jump between as many applications as needed.

\*If you use the Page Up or Page Down key to access the PF keys within EDS or CSI's system, please see "Alternatives for the Jump and Menu Keys" in the Appendix.

#### Step-by-step example – opening EOS

For this example, CARES production environment is already open. The example starts with Step 1 from the above instructions.

Press the **Page Down** key to display the TPX Menu screen.



Open EOS by typing "EOSP" on the Command line OR positioning the cursor next to EOSP on the Menu. Press **Enter**.

The first time EOS is accessed, the EOS Environment Selection Menu displays. After the first time, you may get the form selection screen – just continue to log in as you normally do.

```
PF 1/13 HELP-COMMAND ==>

-ENVIRONMENT SELECTION MENU- (1 OF 1) USER -> JX2505 LU -> VTPX2005

SELECT ENVIRONMENT ==>

R - PRODUCTION REPORTS

J - PRODUCTION JCL
```

Access the reports following the normal process.

Pressing the Jump shortcut key will jump between CARES and EOS. Pressing the Menu shortcut key will display the TPX Menu.

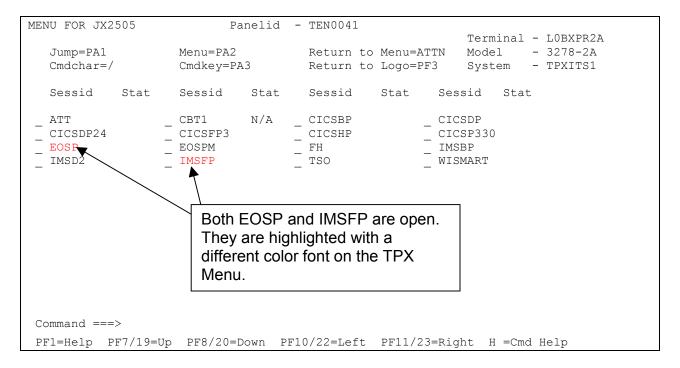
# **Logging off**

Each application or session must be closed by individually signing off. MenuManager offers some shortcuts to end applications, however these do not fully close the session and should not be used as this may cause problems.

To log off from MenuManager; first close each application individually. Use the **Page Up** key to scroll through open applications; closing each one. When all are closed, only the TPX Menu screen will display when Page Up is pressed. Open applications can also be viewed and selected from the TPX Menu – open applications are highlighted in a different font color. Select an application by typing "S" in the field next to the application. After closing the application, you will be returned to the TPX Menu. Finally, when all applications are closed, type **logoff** at the Command Line on the TPX Menu (OR, press PF3 twice).

<u>Step-by-step example - log off from MenuManager when both CARES and EOS are open:</u>

The TPX Menu highlights open applications with a different font color (get to the Menu by pressing the **Page Down** key).



Sign off from CARES. Either select it from the Menu or press the Page Up key to scroll through open applications. Once in CARES, press **PF10**.

```
05/30/02 10:28
SMSF
                                      JX2373 T FOSBINDER
                ***** CARES SIGN-OFF *****
   *******************
       TO COMPLETE THE SIGN-OFF FROM CARES AND RETURN TO IMS :
          1. DEPRESS ENTER
   *********************
      TO COMPLETE THE SIGN-OFF FROM CARES AND EXIT OUT OF IMS :
                   1. DEPRESS ENTER
                   2. ENTER "/RCL"
   ******************
                 TO SIGN ONTO CARES AGAIN :
                   1. DEPRESS ENTER
                   2. ENTER THE SIGN-ON TRANSACTION CODE
   *******************
```

#### Press PF3.

DFS2171I NO RE	SPONSE CONV	ERSATION ENDED			
F2=IMS LOGIN F12=EXIT	F3=EXIT	F4=IMS LOGIN	F5=HILL FARMS	MENU	

### Press PF3 again. The TPX menu will display.

MENU FOR JX2505	Panelid	- TEN0041
		Terminal - LOBXPR2A
Jump=PA1	Menu=PA2	Return to Menu=ATTN Model - 3278-2A
Cmdchar=/	Cmdkey=PA3	Return to Logo=PF3 System - TPXITS1
Sessid Stat	Sessid Stat	Sessid Stat Sessid Stat
ATT	CBT1 N/A	CICSBP CICSDP
- CICSDP24	CICSFP3	- CICSHP CICSP330
EOSP	EOSPM	- FH IMSBP
- IMSD2 -	IMSFP	TSO WISMART
		<u> </u>
Only	/ EOSP remains	s onen and
		•
nign	lighted in a diffe	erent color iont.
Command ===>		
PF1=Help PF7/19=IIn	PF8/20=Down P	PF10/22=Left PF11/23=Right H =Cmd Help
111 11619 117/15-09	110/20-DOWII I	1110/22 Dete 1111/20 Night in -chia help

# Select EOSP or press the Page Up key. In this example, EOS is already at the Global Selection Screen:

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX SS9001 ITSEOSP.EOS.RINDX.UD001
-GLOBAL SELECTION- USERS-> 5951
FORM NAME
                 ==> C717
                                     APPL. (JOBNAME) ==> PWCRPPB1
                                     DEFERRED ONLY ==> <- ENTER Y
ALL REPORTS ==> <- ENTER Y
REPORT NAME
                 ==>
REPORT ROOTNAME
                 ==>
NOTEPAD HEADER
REPORT VERSION
USER/GROUP
                 ==> DWDCARE
                                   PRINTED REPORTS ==> <- ENTER Y/N
                 ==>
                                     DISPLAYED REPORTS ==> <- ENTER Y/N
REPORT STATUS
                  ==>
FROM DATE AND TIME
                  ==>
                                      EXPIRATION DATE ==>
TO DATE AND TIME
                                      ARCHIVAL DATE
DESTINATION
                  ==>
                                      ROOM NUMBER
                                                      ==>
                                      LOCAL PRIORITY
OUTPUT FORM
                         CLASS ==>
                                                      ==>
                  ==>
WITH TOC ONLY
                       <- ENTER Y
                                      SELECTION ON TOC ==>
                                                           <- ENTER Y
```

#### Press PF3.

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX SS9001 ITSEOSP.EOS.RINDX.UD001
-REPORT INDEX MANAGEMENT-

SELECT FUNCTION ==>

1 - GLOBAL USER DIRECTORY
2 - GLOBAL EXTRACTION
3 - GLOBAL SELECTION

5 - REPORT INDEX INFORMATION
```

#### Continue to press **PF3** until you return to the TPX Menu.

#### Type **Logoff** on the Command line (or, press **PF3** twice).

```
Panelid - TEN0041
MENU FOR JX2505
                                                            Terminal - LOBXPR2A
                   Menu=PA2 Return to Menu=ATTN Model - 3278-2A Cmdkey=PA3 Return to Logo=PF3 System - TPXITS1
  Jump=PA1
  Cmdchar=/
          ==> Session EOSP has ended <==
  Sessid Stat Sessid Stat Sessid Stat Sessid Stat
                CBT1 N/A CICSBP
CICSFP3 CICSHP
EOSPM FU
                                                     _ CICSDP
_ ATT
                                    CICSHP
FH
TSO
                                                      _ CICSP330
- CICSDP24
                                                      - IMSBP
EOSP
_ IMSD2
                  _ IMSFP
                                                      _ WISMART
                             All applications have been closed. Nothing is
                             highlighted.
Command ===> logoff
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
```

## **Troubleshooting**

### Re-starting a session if CARES is clocking

If CARES is clocking, you must inactivate the session in order to be able to open a fresh session. There is a feature in MenuManager that will return you to the screen where you last were if the session is disconnected. However, if you are clocking, you won't want to return to the same place. The following procedures will inactivate the CARES session and allow you to access a new one.

- 1. Use the Attn key\* to display the TPX Menu.
- 2. Type "i" next to the application that is clocking.
- 3. Sign back into the application.

\*On many keyboards, the Attn key is Shift + Esc. To check your Attn key, from your Mainframe session, click on Options, Settings. From the categories at the left side of the display box, click once on Keyboard Maps. On the far right side, click once on Edit. A map of your keyboard will appear. Pressing and holding the Shift key will show you the keys that are available by holding the Shift key in combination with another key. While holding the Shift key, look at the upper leftmost key. If this key says "Attn", you can access the Attn key as described above. If not, and if you do not see the Attn key, use the instructions below if your session is clocking.

If you cannot locate your Attn key:

- 1. Close MenuManager by clicking once on the "Close Window" button (the "X" at the upper right of the screen).
- 2. At the pop up box asking if you wish to disconnect, click "Yes".
- 3. Log back into MenuManager.
- 4. At the TPX Menu screen, type "i" next to the application that was clocking and any other applications that were open at the time (they should be highlighted in a different font color).
- 5. Sign back into the application.

### **How to Close an Application Selected in Error**

If you selected an application you do not have access to, check the display for logoff instructions (for example, the IMSBP screen instructs you to use PF3 to exit). If no instructions are displayed, type logoff. The screen will pause momentarily, then return you to the TPX Menu. The application will no longer be highlighted on the Menu.

## **Helpful Hints**

### **Shortcut Keys**

MenuManager has PF keys and shortcut commands that you may use. The following are suggested function and shortcut keys available when you are at the TPX Menu screen:

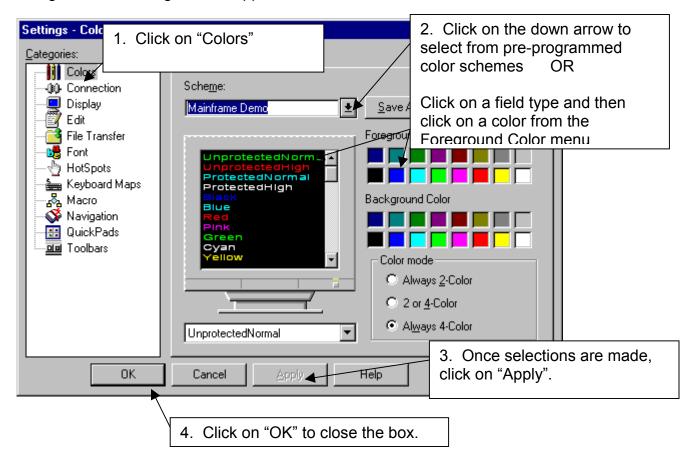
PF1 = Help. You can access Help from MenuManager screens. It will provide screen specific information as well as a menu selection for other topics.

L = Locks the MenuManager session (similar to locking Windows by pressing CTL+ALT+DEL). Type your password to re-open the session.

K = Shortcut to logoff from MenuManager. Use this from the Menu Screen instead of pressing PF3 twice. Note that all applications or sessions must be closed prior to using this command to prevent problems with dates or batch cycles.

### **Changing Colors**

To change the color scheme of a session in MenuManager, click on Options and then Settings. The following box will appear:



### **Change Text Display for EDSNET viewing**

Some users have reported that EDSNET is best viewed with the text display set to 43 x 80. Please read and follow the instructions carefully. Note that the impact of making the font change is that you will need to use the scroll bar on the TPX Menu screen and other screens may appear elongated, although functionality does not change.

Recommended: Make the change prior to signing in to MenuManager (from the green Selection Screen).

To change the text display of a session:

- 1. Click on Options and then Settings.
- 2. At the Left of the Settings box (under Categories), click once on Display.
- 3. Click once on the General tab. Click the down arrow button under "Text display options" and select 43 x 80.
- 4. At the Left of the Settings box (under Categories), click once on Font.
- 5. Change the size to 10 (leave the Font as Courier New).
- 6. Click on Apply. Click on OK.
- 7. Open MenuManager.

If you need to change the screen display back to the original setting, follow the instructions above and Select "Any Model" under "Text Display Options".

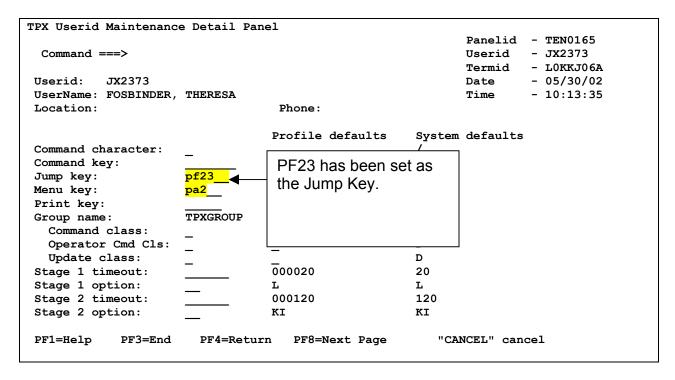
## **Appendix**

## **Alternatives for the Jump and Menu Keys**

The Page Up and Page Down keys were selected for the Jump and Menu Shortcuts as they are not used within CARES. However, some users of the EBT and EDS systems need them. The alternatives - PF keys - have all been assigned a function within CARES. However, you may determine that you don't use certain PF keys (some are subsystem specific) and you can assign them as the Jump or Menu key.

If you elect to use a PF key instead of the Page Up and/or Page Down keys, simply type the PF key on the TPX Userid Maintenance Detail Panel screen in Step 7 of the Setting Up MenuManager – First Time instructions.

#### Example:



Note that selecting a PF key as a Jump or Menu key will override the function of that key within other applications. For example, if you are on a CARES screen that has PF23 as an option, pressing it will Jump to another application rather than perform its function within CARES.

The Jump and Menu screen can be reset by changing them on the TPX Userid Maintenance Detail Panel (Command = TPXADMIN). Close all applications first, and remember to log off MenuManager and log back in to set the change.

## **Signing on to Other CARES Environments**

If you have a Training or UAT ID, you can open Training and UAT sessions within MenuManager.

- 1. Log into MenuManager using your Production ID (so you can still access CARES Production, EOS, KIDS etc. and to be able to use your Jump and Menu keys).
- 2. At the TPX Menu, type the application (IMSX, IMSC etc.) on the Command line. Note that 2 sessions are available for each: e.g. IMSX and IMSX2.
- 3. At the screen that says "Session Ready for Input", press **PF2** to bring up a login screen. This is required because the ID you use to access the UAT or Training environment is different than your production ID.
- 4. Enter the User ID and password for the environment you wish to open. Press Enter.
- 5. Continue the signon as appropriate for the environment.

If your MenuManager session times out, the password you enter is your Production password.